

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



JUNIOR ACCOUNTANT

Salary Range: \$588.50 – \$794.50/Weekly

POSITION

Vacancy is in the Health Division of the Health and Human Services Department. Under supervision, provides fiscal management assistance to the division. Provides fiscal and accounting support to the Ryan White Program for the provision of HIV/AIDS services. Prepares financial reports for the Ryan White grant. Serves as an acting member of the Ryan White grant management team. Performs pre- and post-audits. Composes other reports and other materials from marginal notes and verbal instructions. Types letters, memoranda, reports, and payment vouchers. Maintains records and files of correspondence, reports, and spreadsheets. Maintains and ensures that the office has the proper supplies at all times. Performs related work as required. Hours of work for this position are 35 per week.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in accounting. Wherever possible, appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of general and government accounting principles and practices, office methods, and procedures; Knowledge of general receipt and expenditures reports; Working knowledge of Microsoft Word, Access, and Excel; Ability to maintain accounting records and prepare accounting statements, reports, vouchers, and other financial statements from guidelines set by the City, State, and Federal government; Ability to evaluate accounting systems and develop improvements; Ability to establish and maintain effective working relationships with City employees, vendors, State, and City officials and the general public. If selected for the position, you will be required to pass a physical examination administered by a City physician and may be required to pass a drug and alcohol screening examination and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations. The next step on the career ladder from Junior Accountant is Accountant.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No. 2308
Issued: 1/10/2006

EMPLOYMENT BENEFITS:
• Health Plan and Hospitalization
• Paid Vacations and Holidays
• Retirement Plan
• Group Life Insurance
• Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:
Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.
CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application..